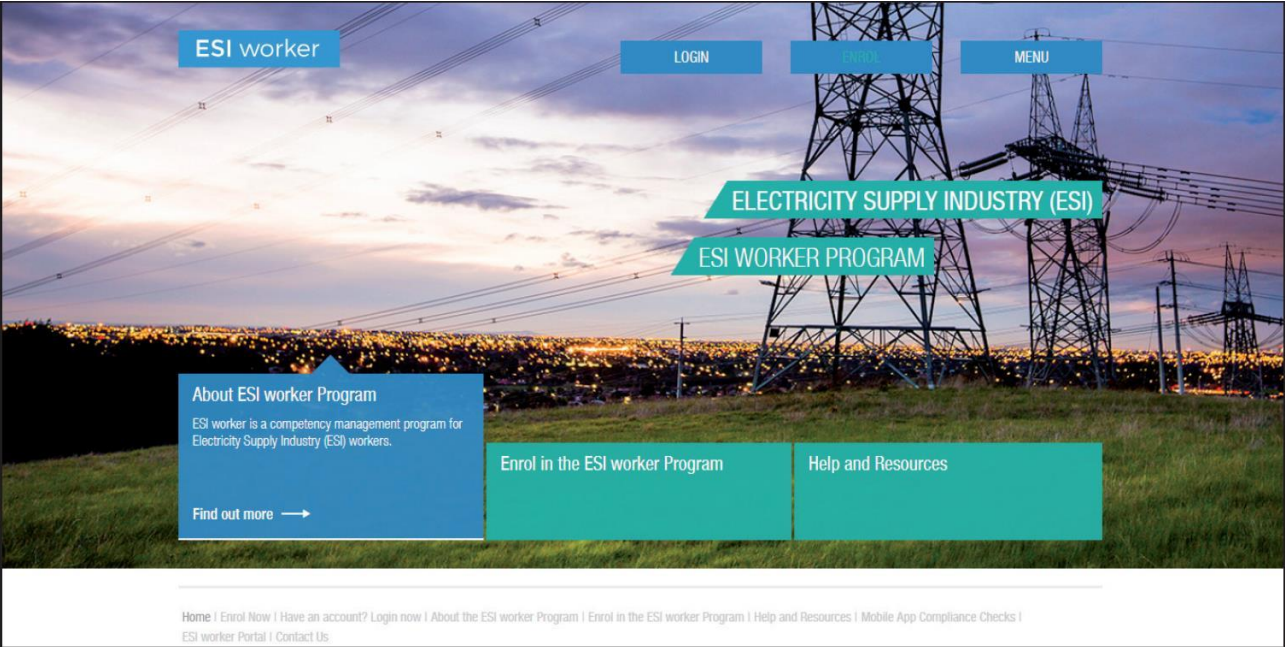# ESIworker

Renewing ESI Worker Documents
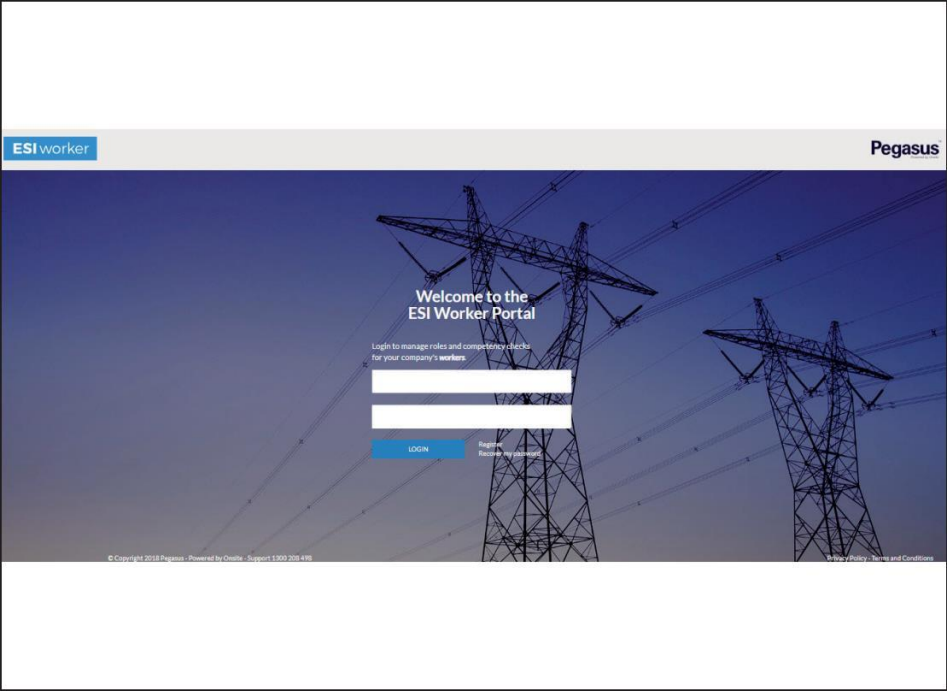
ESI worker

Please follow this step-by-step guide to update the details of your workers.

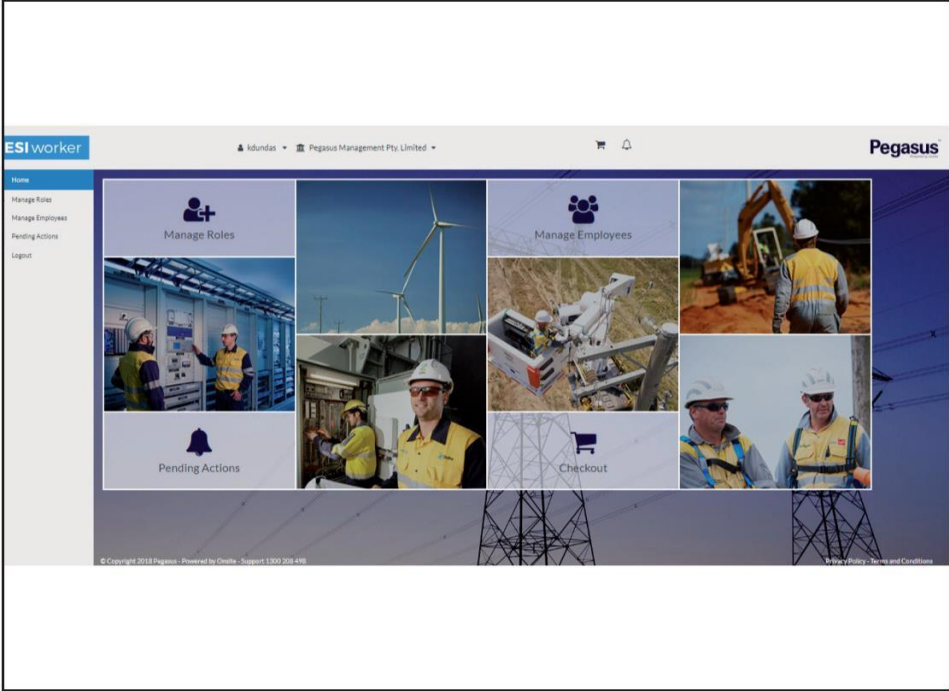

Step 1

Please go to http://www.esiworker.com.au and click on "Login" in the top menu bar.
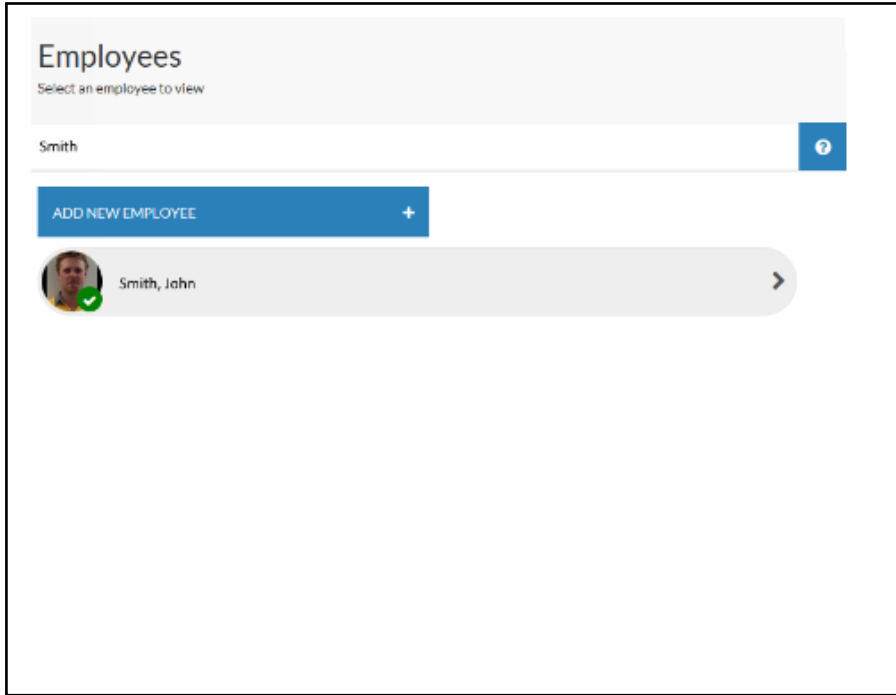
Step 2

On the home page of the ESI worker portal, enter your login details ad click on "Login".
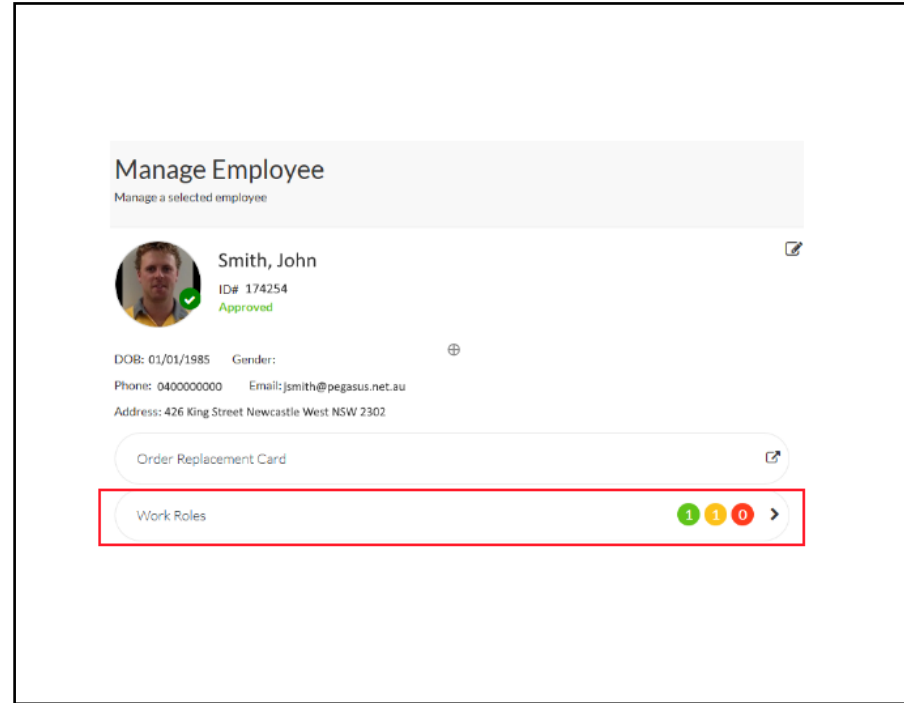
Note: the password is case sensitive.

Step 3

On the home page of your portal, use the dashboard tile or the side menu to select "Manage Roles".
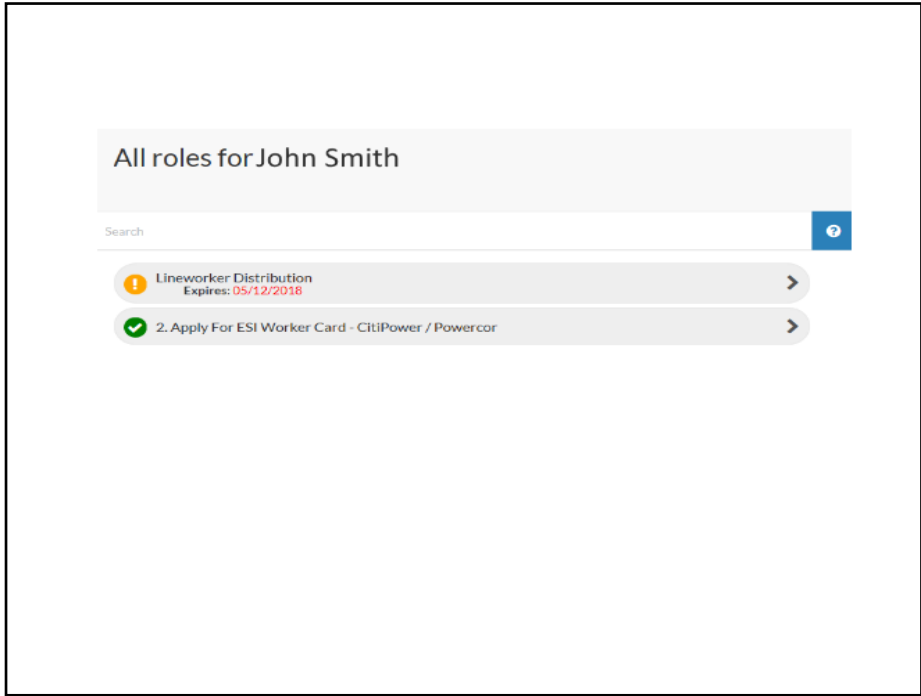
Step 4

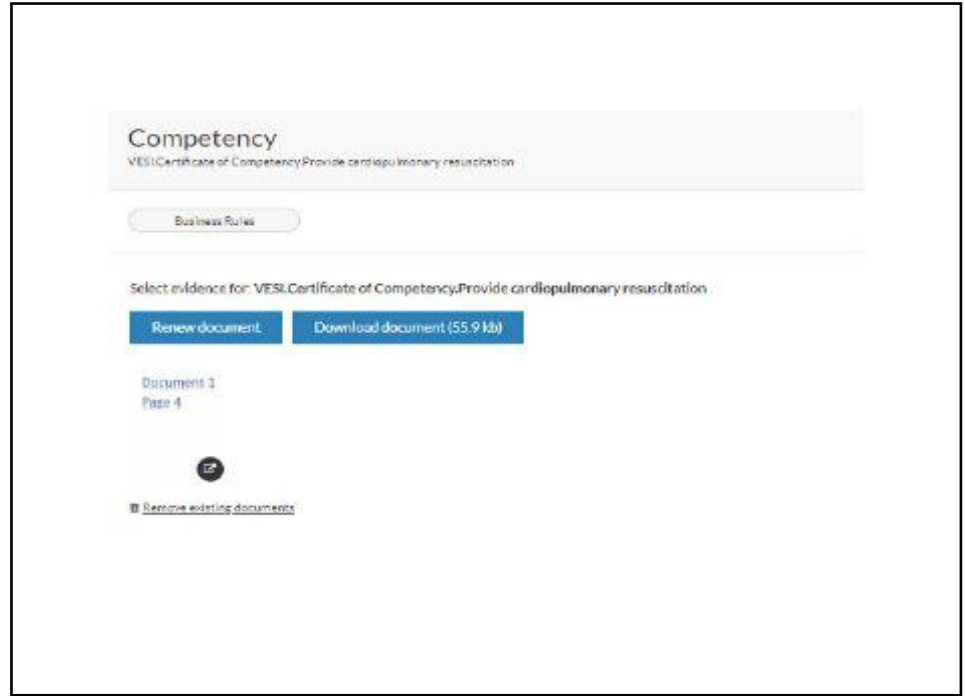Search for and select the worker whose details you need to update.

Step 5

Click on the "Work Roles" bar.

Step 6

Select the role that has the amber alert symbol on it.

Step 7

Upload the new competency document.

Step 8

Enter the mandatory details at the bottom of the upload section and click "Next" to move through the document list if more than one document is due to expire.

Otherwise, click "Submit."

Step 9

You will see this message when the data has been submitted for verification.

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For questions or assistance please call 1300 208 498
or email esiworker@pegasus.net.au